UWF Special Board of Trustees Meeting
UWF Conference Center
August 17, 2017

FULL BOARD

I. CALL MEETING TO ORDER/ROLL CALL

Chair O’Sullivan called the full Board meeting to order at 9:07 a.m.

Becky Luntsford called roll with the following trustees present as noted here. Mort O’Sullivan; Dick Baker; Suzanne Lewis; Jay Patel; Kishane Patel and Dave Ramsey.

Trustees Lewis Bear, Jr.; Greg Britton; Dave Cleveland; Bob Jones and LuTimothy May participated by phone.

Trustees Adrianne Collins and Bob Sires were absent.

Others attending:
Dr. Martha Saunders, President; Dr. George Ellenberg, Interim Provost; Dr. Steve Cunningham, VP Administrative Services; Dr. Pam Northrup, VP, Innovation and Strategic Research; Dr. Joffery Gaymon, Vice President Enrollment & Student Affairs; Dr. Kim LeDuff, Vice President, Academic Engagement; Ms., Pam Langham, General Counsel; Ms. Janice Gilley, AVP External Affairs; Mr. Dave Scott, Athletic Director; Ms. Carol Britton, Assistant to the President for Communications; Dr. Michael Huggins, Dean CSEH; Dr. Tim O’Keefe, Dean COB; Dr. Ed Ranelli, Faculty Emeritus; Dr. Jay Clune, Graduate Studies; Dr. William Crawley, Dean CEPS; Dr. Steve Brown, Dean CASSH; Dr. Bob Dugan, Dean University Libraries; Dr. Brandon Frye, Dean of Students; Ms. Colleen Asmus, AVP Financial Services; Ms. Betsy Bowers, AVP Internal Auditing & Compliance; Ms. Megan Gonzalez, Executive Director, University Communications; Dr. Melinda Bowers, Director, Emerald Coast Campus; Ms. Jamie Sprague, Associate Director, Human Resources; Dr. Jim Hurd, SVP Student Affairs; Dr. Ruth Davison, Director Housing & Residence Life; Ms. Rachel Blakesley, Asst Director, Residence Life; Ms. Lauren Loeffler, Director, Career Services; Ms. Robin Zimmerman, Assoc. Dean of Students; Ms. Kelley Brundage, University Registrar; Dr. Rebecca Kennedy, Director, Health & Wellness Services; Mr. Matt Marshall, Director, University Commons; Mr. Keith King, ASPIRE; Mr. Bill Harrell, Director Recreation; Mr. James Felder, Asst General Counsel; Ms. Cindy Harigel, Business Manager, Enrollment & Student Affairs; Mr. Chris Middleton, Director of Strategic Innovation; Innovation Institute; Mr. Andrew Romer, Senior Executive Specialist, Governmental Relations; Ms. Cynthia Talbert, Internal Auditor III; Ms. Lauren Alidor, Administrative Specialist, Internal Auditing; Mr. Matt Packard, Compliance Officer, Internal Auditing; Mr. Dan Bevil, Internal Auditor II; Mr. Dan Lucas, CFO, UWF Foundation; Mr. John Warren, Chief of Police; Dr. Mark Roltsch, Asst. VP Research; Ms. Karen Rentz, Director, Title IX Programs; Mr. Chip
II. **CHAIR’S REMARKS**

Chair O’Sullivan thanked everyone for attending the meeting. He welcomed the newest member of the Board, Dr. David Ramsey.

Trustee Ramsey assumed the role of UWF Faculty Senate President on August 8, 2017. Dr. Ramsey is an Associate Professor in the Department of Government and teaches constitutional law and political philosophy. He received his bachelor’s degree in Government and English from Berry College, his master’s in liberal arts from St. John’s College and his doctorate degree in political science from Baylor University.

III. **PUBLIC COMMENT**

Chair O’Sullivan reminded those present that time has been set aside on the agenda to allow public comment on matters coming before the Board. He instructed anyone wanting to speak to complete a *Request to Address the UWF Board of Trustees* form as required. The forms were available on a table in the rear of the room and should be provided to the Board of Trustees’ recording secretary, Becky Luntsford. No requests were submitted.

IV. **ACTION ITEMS**

1. **Approval of Food Services Transition to Aramark** was presented by Dr. Steve Cunningham, Vice President of Business & Finance.

   University Food Services has been an assigned function to BEI since 2012, along with Argonaut Village following its development beginning in 2014. Pursuant to Section II Part D of the UWF-BEI Procurement Policy, in response to the unique set of circumstances facing BEI in relation to Food Services, SHCC, and Argonaut Village (and in consultation with the BEI Chair and Directors) the CEO entered into discussions with alternative Food Service providers (an assigned function) during the Spring of 2017. These discussions led to the formation of an internal review team and Work Group that received formal presentations from Sodexo (April 13), Aramark (April 20), and Chartwells (May 24), along with subsequent documentation provided by the vendors.
The following criteria were consistently provided to Sodexo, Aramark, and Chartwells:

1. Upfront funding provided to the maximum extent possible to address the current unamortized capital investment ($6.1M)
2. The initial term of the contract would not exceed 10 years, with voluntary renewals up to a maximum of 5 additional years.
3. Provision of investment funds to allow for dining upgrades and renovations over the term of the contract.
4. Operation of the University's resident dining/all-you-care-to-eat facility, the Nautilus Market.
5. Operation of campus retail dining establishments including new competitive franchises—especially in the Argo Galley.
6. Premium class food service provided.
7. Provision of a wide range of high-end as well as economical catering options with the understanding that catering is non-exclusive.
8. Concession services would be provided at UWF Intercollegiate Athletics and other events.
9. Argonaut Village would revert to university control, but the provider would continue to support operation of the Starbucks and potentially would assist in locating other franchises in the development.
10. Any necessary assistance with the Scenic Hills transition would be appreciated.

During the months of June and early July, the financial proposals with the leading vendors were tested and verified. Throughout the process, the CEO conducted routine updates and collaboration with BEI Chair, KC Clark. The review team completed a final meeting on July 7 to complete the recommendation process. Thereafter, in the capacity of BEI CEO, Dr. Cunningham undertook a final analysis, consulted with staff, and confirmed President Saunders’ concurrence to proceed with the transition to Aramark. With this transition, to be effective as of December 17, 2017, management of Argonaut Village operations will convert from Chartwells to BEI as of January 16, 2018.

It is requested that the Board of Trustees:

- Delegate to Steve Cunningham, as UWF Vice President and CEO of BEI, the authority to negotiate ancillary terms on a Food Services contract with Aramark, subject to the Letter of Intent and financial terms proposed by Aramark.

Adam Nevill with Aramark provided the Board with a presentation on Aramark’s plans as the Food Service provider for UWF.

The Trustees discussed the serious financial nature of all the terms of the contract including the university now serving as landlords of Argo Village. It was agreed that disruption in services must be kept to a minimum and the contract goals must be conservative and reasonable. Chair O’Sullivan stated that if the Board needed to convene prior to the September 26, 2017 BOT meeting, he would call a Special teleconference meeting to approve the negotiated terms of the contract.
Chair O’Sullivan asked for a motion to Delegate to Steve Cunningham, as UWF Vice President and CEO of BEI, the authority to negotiate ancillary terms of a Food Services contract with Aramark, subject to the Letter of Intent and financial terms proposed by Aramark.

Motion by: Trustee Dick Baker
Seconded by: Trustee Jay Patel
Chair Mort O’Sullivan Aye
Vice Chair Dave Cleveland Aye
Trustee Lewis Bear, Jr. Aye
Trustee Greg Britton Aye
Trustee Bob Jones Aye
Trustee Suzanne Lewis Aye
Trustee LuTimothy May Aye
Trustee Kishane Patel Aye
Trustee David Ramsey Aye

V. INFORMATION ITEMS

1. Performance Based Funding Metrics Update. Dr. George Ellenberg, Provost and Senior Vice President, presented this update to the Board.

2. Draft Response to Governor Rick Scott’s Request. Dr. George Ellenberg, Provost and Senior Vice President, presented this update to the Board.

VI. OTHER BUSINESS

Chair O’Sullivan invited Trustee Kishane Patel and members of the Student Government Association to the podium to share letters they had written providing the Florida Student Association and UWF SGA Statement on the Incidents in Charlottesville, Virginia, August 14, 2017.

Chair O’Sullivan reminded the trustees to complete the Presidential Evaluation Trustee Survey. The deadline is August 18, 2018.

The meeting adjourned at 10:08 a.m.

Respectfully submitted,
Becky Luntsford, recording secretary